

MEMORANDUM

To: LEA Superintendents
LEA Title Program Administrators
LEA Business Managers
LEA Treasurers

From: Nathan Williamson, Director of Title Grants & Support

Date: November 30, 2020

RE: Title I, Part A Methodology Requirement for Desktop/Onsite Fiscal Monitoring

Starting with the 2018-2019 school year, Local Education Agencies (LEAs) must document a methodology used to allocate state and local funds to each school receiving Title I, Part A allocations. This requirement is to ensure schools receive all funds it would otherwise receive, if it were not receiving Title I funds. Indiana Department of Education (IDOE) is requesting LEAs provide financial reports which support the school corporation's narrative that is provided in the Title I application for the grant period under review. Listed below are examples of acceptable documentation. LEAs are **required** to provide supporting documentation for one of the examples below.

Examples of acceptable documentation:

- **Example #1**
IDOE's Form 9 is acceptable documentation. If an LEA uses Form 9 to demonstrate compliance, they must show the district utilized per-pupil spending as an up-front allocation method to ensure equity rather than solely relying upon an after-the-fact analysis of expenditures. By utilizing Form 9, school corporations are assuring IDOE the State and Local per-pupil expenditures average of Title I schools shall not be less than the average of non-Title I schools.
- **Example #2**
Financial reports (payroll, expenditure etc.) which indicate how State and Local (non-Federal) resources are distributed based on staffing and supplies.

- **Example #3**

Financial reports that highlight the distribution of State and Local (non-Federal) resources based on student characteristics. Financial reports should demonstrate how State and Local funds are allocated to schools based on a standard formula through which an LEA allocated dollar amounts based on objective student characteristics.

- **Example #4**

Financial reports that show the distribution of State and Local (non-Federal) resources based on a combined approach. Financial reports should display equitable distribution based on the characteristics of the students, staffing, and supply needs of the schools.

- **Example #5**

Financial reports or records which assures the methodology is neutral regarding the Title I, Part A status of each school. This is a methodology the LEA has selected based on their school corporation. The LEA has adopted this methodology and has provided a description during the Title I, Part A application process.

Please note, additional documentation may be requested upon reviewing financial reports.

Here are two additional resources regarding Local Methodology (supplement not supplant): [Updated Methodology Webinar](#) and [Supplement not Supplant Guidance for Title I](#).

If you have any questions, please reach out to your assigned [Title I Specialist](#).

Best,

Nathan Williamson
Director of Title Grants and Support